Policy Process for Departmental Directives (DRs, DMs, DN s, DGs, and SMs)

Agency/Staff Office Policy Development and Review Process

Step 1
Determine Need
- OPI: Determine Need for Policy Creation or Revision
- OHRM: Provide guidance

Step 2
Draft Policy
- OPI: Assemble Agency/Office Team; Draft Policy
- OHRM: Provide guidance

Step 3
Stakeholder Review
- OPI: Initiate Agency/Office and Stakeholder Review (Departmentwide) (AD-116, §9) (Note 4)
- OHRM: Provide guidance

Step 4
Finalize Draft Policy
- OPI: Comment Adjudication and Finalize Draft Policy
- OHRM: Provide guidance

Step 5
Clearance Package
- OPI: Prepare Package; AD-116 and AD-3108 for Formal Clearance
- OHRM: Provide guidance

Step 6
Agency/Office Leadership Review
- OPI's Agency/Office Leadership Review (AD-116, §10)
- OHRM: Provide guidance

Step 7
Agency/Office Head Authorization
- OPI's Agency/Office Head Authorization (AD-116, §10)
- OHRM: Provide guidance

Formal Clearance Process (per DR/DM 0100-001, AD-116, AD-3108, DDRWG)

Mandatory

Step 1
Review Timeframe Objectives
- DR/DM: Initial Review (AD-116, §11) (AD-3108, §4) (Note 1)
- OHRM: Provide guidance

Step 2 - if Needed
Optional Clearances (Simultaneous)
- Policy Office: Optional Clearances (may include Stakeholders, OHRM, Labor Relations) (AD-116, §11) (Note 4)
- OHRM: Provide guidance

Step 3
Mandatory Clearances (Simultaneous)
- OBPA: Review for Budget and Program Considerations (AD-116, §11) (Notes 1, 2)
- OHRM: Provide guidance

Step 4
Mandatory
- OASA: Review within Scope of ASA's Authority (AD-116, §11) (Notes 1, 2)
- OHRM: Provide guidance

Step 5 - if Needed
Signature Authority
- OES: Review if to be signed by the Secretary (AD-116, §11)
- OHRM: Provide guidance

Step 6
Published
- Policy Office: Publish Directive; USDA Directives Web Page
- OHRM: Provide guidance

Mandatory

Step 1
Review Timeframe Objectives
- 10 Days

Step 2 - if Needed
Optional Clearances (Simultaneous)
- OBPA: Required
- 10 Days
- 10 or 5 Days (See Below)

Step 3
Mandatory Clearances (Simultaneous)
- OBPA: Required
- 10 Days
- 10 Days
- 10 Days

Step 4
Mandatory
- OASA: Required
- 10 Days
- 10 Days
- 10 Days

Step 5 - if Needed
Signature Authority
- OES: Required
- 5 Days
- 5 Days
- 5 Days

Step 6
Published
- Policy Office: Required
- 7 Days
- 7 Days
- 7 Days

Acronyms and Abbreviations
AD - Agriculture Department (Departmental Form Prefix)
ASA - Assistant Secretary for Administration
DDM - Departmental Directives Manager (in Departmental Policy Office)
DDRWG - Departmental Directives Reform Working Group
DG - Departmental Guidance
DM - Departmental Manual (Process or Procedure)
DN - Departmental Notice
DR - Departmental Regulation (Policy)
OASA - Office of the Assistant Secretary for Administration
OBPA - Office of Budget and Program Analysis
OGC - Office of the General Counsel
OHRM - Office of Human Resource Management
OPI - Office of Primary Interest (the Policy Owner/Sponsor)
OES - Office of the Executive Secretariat
OBPA OGC OASA Policy Office OES Signature Authority Policy Office

Notes
Note 1: Mandatory Clearance Office - AD-116 Responses:
- Concur with No Comments - Proceed to the next step.
- Concur with Comments - Adjudicate the comments, revise the directive, and proceed to the next step (see Note 3).
- Nonconcur - Review or rewrite the directive and restart the formal clearance process (see Note 3).

Note 2: OBPA and OASA - AD-116 - If OBPA or OASA make any significant changes, the policy loops back to OGC for review.

Note 3: OPI Comment Adjudication and Directive Revision Timeframes in Formal Clearance (after any review step):
- Within 5 business days for standard resolution of comments.
- Within 20 business days for Mandatory Clearance Office nonconcur requiring remedy.
- Within 4 calendar months for Mandatory Clearance Office nonconcur requiring rewrite.

Note 4: Stakeholder - An official, Mission Area, agency, staff office, or component with a defined role and responsibility or vested interest (e.g., affected organization) in a Departmental directive.

USDA Resources
- DM 0100-001: Departmental Directives System
- DM 9100-001: Preparing Departmental Directives
- Form AD-511: DR Template
- Form AD-513: DG Template
- Form AD-793: SM Template
- Form AD-3108: Formal Departmental Clearance Process
- Form AD-116: Clearance & Approval for Departmental Issuances

Note to Reviewers for Draft USDA Departmental Directives

USDA/OBPA/LRAS/Departmental Policy Office (DPO)
Revised 04/06/2022